

May 21, 2003

**WEST VIRGINIA BULLETIN NO. WV250-3-7**

**SUBJECT:** FNM – Reimbursement for Expenditures on Official Business.

**Purpose:** To distribute instructions for Reimbursement of Expenditures on Official Business.

**Expiration Date.** When superseded.

This is to notify employees of the change for Reimbursement of Expenditures on Official Business. With the recent elimination of convenience checks, there have been questions regarding reimbursement for expenditures.

In order to be reimbursed, employees must complete a Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. Please make sure that you complete the form and sign in Block 10. Your supervisor must sign in Block 8, the Approving Official Signature, once you have completed the form. Forward this signed SF 1164, and the original back up documents to Financial Management. Reimbursement to an employee will be paid through the FFIS Accounting system. All payments made through FFIS will go to your salary address.

If you are asking for reimbursement for POV mileage or toll reimbursement it may be claimed on your next travel voucher as an alternative to the SF 1164. Make sure that all back up is attached to the voucher.

This form is located on the Shared Drive S:\Forms\PDF Fillable Forms\Standard Form\s1164.pdf.

For additional information please contact the Financial Management Staff.

Lillian V. Woods  
State Conservationist

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